# IRC HOUSING AND ADMINISTRATION PACKAGE

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## *IRC ADMINISTRATION INFORMATION*

### *MAIN & ADMINISTRATION OFFICE - TEL. NOS. 41274, 41845, 43668, 43242*

VILLY - Exec. Secretary; processes expatriate staff documentation[1] - (health insurance policies, American club letter, bank accounts, time sheets, etc.).

SITARA - Assistant to Exec. Secretary; responsible for travel arrangements, hotel bookings, FAX transmissions, TELEX, etc.

SHER - Admin. Coordinator; passports and visas should be handed over to him. Sher arranges everything that needs to be done about your stay here in Pakistan. Registration at the American Consulate and acquiring Pakistani Driving Licenses are also done through him.

AMINA - Personnel Affairs Officer; takes care of all housing arrangements which includes accommodations, supply of linen & basic foodstuff to new arrivals. Coordinates with Maintenance Supervisor on housing work orders. Call her for assistance on any housing problems. Also responsible for Hangu Guest House reservation[2] and the Long Distance Calls Log Form[3]. Payment of private long-distance phone calls should be made to her.

JANAS KHAN - Personnel Payroll Manager; handles local staff payroll, hiring, terminations, etc. Program Coordinators and Program Managers should send Hiring, Termination & Change Memos[4] of local staff by the 18th of every month. Any deductions on local staff salaries should also be directed to his attention.

ANWAR BEG - Purchasing Officer; also in charge of personal in/out going mail, parcels, etc. Purchase Order Forms[5] should be filled out and approved by the Admin. Coordinator before submission to him. Purchasing is also done by various programs.

ASHER - Receptionist, in-charge of Main Office vehicles; their schedules and assignments. Requests or problems concerning vehicles and drivers should be referred to him. Hangu shuttle enquiries can be addressed to him as well.

AURANGZEB - Security Supervisor, in-charge of Peshawar-based IRC Chowkidars (Offices and Expat. Houses). Any issues regarding chowkidars, like sleeping while on duty, neglect of duties, absence, misconduct, etc., should be directed to him or Sher.

RAFIQ - Cleaner Supervisor, takes cleaners' attendance records, coordinates with and assists Amina on cleaners and Expat. Housing matters.

NASEER - Driver Supervisor, in-charge of all drivers & vehicles during the evening shift and on weekends. Anybody needing a car during after office hours or on weekends should contact him at the Main Office.

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1 Pages 6, 7 & 8.

2 See Hangu Reservation, Page 6.

3 Attachment 3.

4 Attachments 4, 5 & 6.

5 Attachment 7.

A.R. KHAN & HADI (Accounts Section) - Handles Cash: Advance/Exchange, etc.

RIAZ AHMAD - Maintenance Supervisor; all Work Order Forms[6] should be properly filled out and submitted to Amina or Sher at the Main Office. These are then forwarded to Riaz for his attention.

VINCENT NASIR - Admin. Accountant, in-charge of Admin. Office accounts, gasoline advances, Housing Allowance advances, disbursement of lower staff salaries, etc.

## *IRC ADMIN. & EXPAT. HOUSING POLICIES AND PROCEDURES:*

1. ACCOMMODATIONS: IRC provides one room with attached bathroom. A/Cs for summer and gas heaters for winter are all present in the houses. For further details on what IRC provides to Expatriate staff, individually and per house, please refer to the Household/Personal Inventory List[7].

2. TRANSFER OF ROOMS: If you have to transfer from one room to another or from one house to another, only your personal effects should be taken from the room/house. IRC standard furniture, appliances and supplies should not be moved or transferred under any circumstances. All household inventory is being maintained per house. Any disruption in this respect can be very bothersome and takes a lot of man-hours to put right.

3. GUESTS: IRC has no objection if expat. staff receive guests who stay for a few days. However, Sher or Amina should be informed if guest(s) will be staying for longer than 1 week. The following conditions should, however, be observed:

   - All rooms are primarily for IRC staff only. Before a guest stays at any of the houses, the house representative/member should verify with Amina/Sher if there are expected IRC staff/visitors who are scheduled for that house. Normally Amina informs house members a week or two beforehand if there are expected arrivals. But sometimes, it happens that there are emergencies.

   - A guest staying in any of the vacant rooms will have to move into the host's bedroom as and whenever the vacant room is needed. Preference will be given to IRC staff/visitors. Under no circumstances should any of the other house members be inconvenienced by this arrangement.

   - For any guest staying longer than 2 weeks, special permission must be obtained through Amina, and if permission is granted, guests will be charged on daily rent basis, i.e. $475/30 days ave. = $16/day.

   - IRC will not be responsible for the security of the person(s) and will not be liable for any object(s) reported missing whatsoever.

   - The host will be responsible for any expenses incurred by the guest (i.e. long-distance telephone calls, any damage to IRC property, missing house items, etc.)

   - No private use/driving of IRC vehicle by the guest is allowed.

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6 Attachment 8.

7 Attachment 13.

4. ORIENTATION: An IRC Orientation describing all IRC Pakistan Programs is always held for new expat. staff. This includes a Peshawar Orientation Tour which is arranged within a few days of one's arrival. The tour includes sight-seeing around University Town, Peshawar Cantt,, the Old City, places of interest, etc. and concluded with a lunch.

5. HOUSE REPRESENTATIVES: Usually a person who is working for IRC on a long-term basis is selected among the house-members to be their representative. This person's responsibility is to look after house & members' requirements. They should report maintenance problems, receive and handle the housing allowance and communicate to Administration any problems with house staff (cleaners, gardeners, chowkidars & drivers).

6. SPECIAL PURCHASE REQUESTS: For certain items which cannot be purchased with the standard Housing Allowance[8], Purchase Order Forms should be submitted to the Admin. Coordinator through Amina for approval. The Purchasing Officer will buy the item(s) after approval only. Purchases for Programs should be signed by the Program Coordinator. Name of person requesting, address where the item(s) is needed and program to charge should be noted.

7. WORK ORDER FORMS: These should be directed to either Amina or Sher at the Main Office. The Maintenance Crew is only available for the Main Office and Expat. Housing. The name of person requesting, type of work, house address and specific instructions should be indicated. Residents/staff are advised to refrain from making haphazard work orders and to go through the whole house/office to see what other work they would like done. This saves Maintenance a lot of man-hours and helps them carry out their duties quickly and efficiently. Please sign work orders only on completion of work and verify whether any materials were replaced or not.

8. EMERGENCY CASES needing medical attention, etc., call either Randy, Toc or Sher.[9]

9. LONG DISTANCE PHONE CALLS: On arrival you will be given a 'Long Distance Calls Log Form'. Expatriate Staff are advised to enter into this log all long-distance calls made during the month. At the end of the month, this should be handed over to Amina at the Main Office. Additional forms can be obtained from her.

10. OFFICE SUPPLIES REQUEST FORM[10]: All Programs do their own purchasing of stationery, pens, markers, envelopes, scotch tapes, paper punchers, etc. This request form does not apply to Housing. Therefore, staff needing these items in order to work at home may get supplies from their respective programs.

11. HOUSE CLEANERS: IRC tries to provide reliable, hardworking and trust-worthy house cleaners. Their main duties are known to them (a copy of their duties are on a list in every house). They work daily except on their days-off i.e. Friday & Saturday. Their duties start from 8:00 a.m. till 4:00 p.m. or whatever time suits the house residents. House members can recommend either a transfer, fine or termination of their cleaners if it is justified. House members may also find their own cleaners. Any problems with house cleaners should be referred to Amina.

12. LAUNDRY AND DRY-CLEANING: This is a private arrangement between the resident and the house cleaner. House cleaners will gladly do the laundry in order to earn extra money. The rate is very nominal, about Rs300/month/person. But for dry cleaning, residents would have to use proper laundromats.

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8 See Housing Allowance, Page 5.

9 See Attachment No. 2.

10 Attachment 15.

13. COOKING ARRANGEMENTS: This is again a private arrangement. Usually the same house cleaners can cook for you. The best way is to consult with other residents and ask about their cooking arrangements.

14. HIRING AN OUTSIDE PERSON AS A COOK OR LAUNDERER IS PERMITTED, but first please consult the Administration Office. It will only cause complications between residents, the house cleaners and the Admin. Office if you don't. This person's wages and proper conduct will be the resident's responsibility.

15. USE OF TV/VCR. There are 3 sets of VCR & TV which are available for IRC expat. housing. These are based at the Admin. Office. Contact Amina for reservation.

HOUSING ALLOWANCE:

1. Every house representative is responsible for their House Allowance. Rs 1,000 per month Housing Allowance is allocated to IRC houses which have 3-5 bedrooms. Houses with 2 bedrooms receive Rs750./month.

2. This covers the following expenses:
   a. Monthly Cleaning Supplies: soaps, brushes, mops, bleaches, etc.
   b. Replacement of linen, towels, broken kitchen utensils, appliances, dishes, glasses, etc (standard items listed in the H/P Inventory).
   c. Standard items in the Inventory list not previously supplied.
   d. Buying of other items not in the Housing Inventory list, but deemed necessary by individual residents; such as: mixers, mixing bowls, baking trays, jelly molds, etc.

3. Monthly cash advances are usually sent to House Representatives by Admin. If there is a delay, just contact the Admin. Accountant or Amina at the Main Office.

4. Vouchers should be personally signed by House Representative or resident and not the house cleaners or drivers.

## *TRANSPORTATION:*

As much as possible, IRC tries to provide everyone with a vehicle for their use, especially during after-office hours and on weekends. Residents who want to go sightseeing, shopping, visiting, etc., need this facility to move about. In some cases, unavoidable problems crop up and for this we ask the resident(s) to bear with us. **Transportation is not provided to Non-IRC Staff.**

1. During office hours:
   a. Every Program should provide transportation to their staff.
   b. Trips to Hangu on the shuttle can be scheduled with Asher. However, different programs also send their own vehicles to Hangu.

2. After office hours and on weekends - Call Naseer at the Main Office. Also call Sher for emergency cases 43036 or 43836.

3. For important appointments after 4:00 p.m., on weekends, and trips outside Peshawar, please inform Naseer a day or two beforehand. Vehicles/drivers are not always readily available. This will give Naseer enough time to schedule the vehicles and make necessary adjustments later on.

4. Vehicles are assigned to every house during the afternoon and week-ends. Sometimes vehicles arrive late at their respective posts due to several reasons:

a. They are on Program Staff duty. (A list of these drivers' schedules is always updated and distributed to the houses)
b. Breakdown in vehicles: flat tire, engine trouble, etc. which lead to shortage of available vehicles.
c. Programs utilizing vehicles out of Peshawar, drivers' absence or sick leave, etc.

5. On Thursday afternoons, programs are obliged to fill their gas tanks. Sunday-Thursday gasoline bills should be paid by the respective programs.

6. On Saturday, after drivers' duties at Expat. Houses are over, the same vehicles will be filled up by Mr. Naseer. This amount will then be charged to Expat. Housing. Fuel used for private trips outside Peshawar will be charged to the concerned staff.

7. Expat. staff will pay drivers Rs 20.00 overtime after 8:00 p.m. during weekdays. Rs 40 should be given to drivers on day-long trips in or out of Peshawar during weekends; Rs 300 for a night spent outside Peshawar, i.e. Rs 600 for 2 nights, etc.

8. Expatriates should notify the Admin. Office where they intend to go during the weekend for security reasons.

## *HANGU GUEST HOUSE RESERVATIONS:*

Trips to Hangu are often arranged by the various programs. However, room/accommodation reservations for the Guest House are made with Amina at the Main Office:-

1. Inform Amina of your planned trip to Hangu at least 3 days in advance. Trips planned on a Saturday or Sunday should be notified on a Tuesday or Wednesday.

2. Specify the date and time of arrival in Hangu; plus the departure date & time.

3. Specify the number of people and whether they are male or female, expatriate or local. (Hangu offers separate arrangements).

4. The Program to charge.
    a. Charges are Rs150/night/person which includes either lunch/dinner/breakfast. Hangu prepares inter-program bills[11] for this purpose.
    b. If trips to Hangu are unofficial, then advance payment is to be made in cash. The person(s) concerned will have to settle the amount with Amina first.

5. A Reservation Slip[12] is then handed over to the concerned party. A duplicate copy is sent over to Hangu for their records.

6. You must present the original reservation slip at the Hangu Guest House upon arrival.

## *THINGS TO DO RE NEW ARRIVALS:*

PAPERS PROCESSED BY VILLY: (New Staff must fill-in forms with Villy at the Main Office. They must bring their passport, 5 photos, plane ticket, and driver's licence, if any.

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[11] See Attachment 16.

[12] Attachment 1.

1. 4 copies of Passport (1-Sher, 1-File, 1-Amer.Club, 1-Bank Acct.).
2. 5 photos (3-Sher, 1-I.D. card, 1-Club).
3. Personal Information
4. Health Insurance
5. American Club Letter required for membership.
6. Bank Letter
7. Bank Account Number
8. Personnel Policy
9. Insurance Policy
10. Health Card
11. Return ticket is (suggested) to be kept at Main Office.

Other than the above, salaried staff also need:
1. W-4
2. Time sheet
3. New Bank Account in Peshawar (new staff should give this information to the Accounts Office after opening account).
4. Peshawar & IRC Orientation

PAPERS PROCESSED BY ADMIN. OFFICE:
1. Visa alongwith 2 Passport Size Photos and Police registration (Sher)
   a. **Renewal of Visas: Passport should be submitted to Sher at least 3/4 weeks before expiry.**
   b. **Renewal of Police registration: Documents should be submitted at least 2/3 weeks before expiry.**
2. Registration at U.S. Consulate (Sher)
3. Housing assignment/arrangements (Amina)
4. Personal Inventory Check-list (Amina)

AIRPORT PICK-UP AND DROP: BY PROGRAM COOR. OR MANAGER

## *THINGS TO DO BEFORE DEPARTURE:*

1. Villy needs to know LAST DAY OF WORK to notify IRC New York, and LAST DAY IN COUNTRY to notify Admin. and Accounting offices.

2. Tell Villy one month in advance what is needed to be done regarding monthly salary.

3. Tell Villy if extension of Health Insurance is needed, for how long and how payment should be made.

4. Contact Sher re Exit Visa and Police Clearance. Give him your passport and inform him of **definite departure date** two weeks before departure (this is important).

5. Contact Villy for an Exit Interview Form, fill in and send to IRC New York or give to Villy to forward.

6. Inform Amina a week in advance about date of departure from house.

7. Get and complete Personal Inventory check-list form from Amina.

8. **Pay all debts:** Settle Telex/FAX bills with Sitara/Villy; bills for Long distance calls with Amina; Personal mail bills should be settled with Anwar Beg (Admin. Office). Please make sure to get receipts for what you paid for.

9. Make sure you have your plane ticket.

10. Make sure you have your passport.

11. Return IRC I.D. Card to Villy.

12. Get final evaluation by Immediate Supervisor/Program Coordinator or Director or Deputy Director.

13. BANK ACCOUNT: To close your bank account and get travellers' cheques, please bring the following:
    a. A personal letter requesting the bank to issue you travellers' cheques.
    b. Show your unused cheque book.
    c. Show your air ticket to confirm departure from country.
    d. Your passport

The bank opens from 9 am to 1 pm from Sunday to Thursday, and from 9 am to 12 noon on Saturdays, Fridays off. During Ramazan from 8 am to 11 am daily.

## *LIST OF ATTACHMENTS*

1. Hangu Reservation Slip
2. List of Important Tel. Numbers
3. Long-distance Phone Calls Log Form
4. Hiring Memo
5. Termination Memo
6. Change Memo
7. Purchase Order Form (New and Old)
8. Work Order Form
9. IRC Programs (MAP)
10. IRC Housing (MAP)
11. The Walled City of Peshawar (MAP)
12. Personal Inventory Form
13. Household Inventory Form
14. IRC Routing and Transmittal Envelope (format sample)
15. Office Supplies Request Form
16. Inter-Program Bill

amina\wp5\data\pp4

International Rescue Committee

## HANGU RESERVATION SLIP

Card No :-__________ Date__________

Name of Organization :__________

Number of People :__________

Date & Time of Arrival :__________

Date & Time of Departure :__________

Cash Payment/Charge :__________

AMINA M. AMIN
Personnel Affairs
Officer
IRC, Peshawar

International Rescue Committee

## HANGU RESERVATION SLIP

Card No :-__________ Date__________

Name of Organization :__________

Number of People :__________

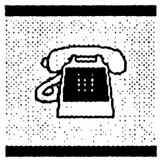
Date & Time of Arrival :__________

Date & Time of Departure :__________

Cash Payment/Charge :__________

AMINA M. AMIN
Personnel Affairs
Officer
IRC, Peshawar

## *Important Telephone Numbers*



| | | |
|---|---|---|
| B | *Bomb Disposal Squad In-charge* | *Office 278092*<br>*Res. 274025* |
| E | *Electricity Complaint* | *41060* |
| F | *Fire Brigade (City)* | *64279* |
| | *Fire Brigade (Univ. Town)* | *41060* |
| H | *<u>Houses:</u>* | |
| | *Randy* | *40341, 840572* |
| | *Sher Haider* | *43036, 43836* |
| | *Riaz (Maintenance Supervisor)* | *276443* |
| | *Naseer (Driver Supervisor)* | *272604* |
| | *<u>Hospitals:</u>* | |
| | *Lady Reading Hospital* | *210031 - 39* |
| | *Khyber Teaching Hospital* | *40271 - 78* |
| | *I.C.R.C Hospital* | *40498* |
| O | *<u>Offices:</u>* | |
| | *IRC Main Office* | *41274, 43242, 41845, 43668* |
| | *IRC FAX Number* | *42283* |
| | *American Consulate* | *79801 -- 03* |
| | *American Club* | *41321* |
| | *American Embassy (Islamabad)* | *(051) 824857, 826161* |
| | *Principal Office* | *76316 (Residence)* |
| P | *<u>Police:</u>* | |
| | *Emergency Police* | *212222, 213333, 213222* |
| | *Univ. Town Police* | *40808* |
| S | *Sui Gas Complaint Office* | *272511, 272512* |
| T | *<u>Telephone:</u>* | |
| | *Enquiry* | *17* |
| | *Complaint* | *18* |
| | *Trunk Booking* | *109* |
| | *Trunk Enquiry & complaint* | *103* |
| | *Overseas Booking* | *102* |
| | *Overseas Enquiry* | *104* |

# Long Distance Call Log Form

| Date of Call | Time of Call | Person Called | Number Called | Amt. of Time Used | Reason for Call |
|---|---|---|---|---|---|
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# Hiring Memo

4

Name ______________________

Effective Date ______________________

Job Title ______________________

Salary ______________________

Funding Code:

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |

(Fund) (Program) (Sub-Program) (Accounting Code)

Status: (check one) ☐ Regular ☐ Ad-hoc

Funding Source ______________________

Program ______________________

Sub Program ______________________

Location ______________________

Remarks ______________________

______________________

Signatures: ______________________ (Manager) ______________________ (Coordinator)

## Instructions

1. Fill out this form completely.
2. Send all three copies to the personnel officer with the following:
   - 2 Photographs
   - A copy of an ID card
   - Personnel Info Sheet
   - Certificates
3. If there is no job description on file for the title you have specified, please submit one.

Form Prepared April 25, 1993

**For Main Office Use:**

Approval of the Director ______________________

Employee Number ______________________

Entered into the computer by: ______________________ Date: ______________________

Distribution: Blue: Personnel Officer
Green: Employee
Pink: Retained by Coordinator

(5)

# Termination Memo

Name ____________________ File Number ____________

Effective Date ____________________

Job Title ____________________

Eligible for Severance Pay ☐ Yes ☐ No

Reasons for Termination ____________________

____________________

____________________

____________________

____________________

## Instructions

1. Be sure to specify the effective date and the employee's file number.
2. Please give clear reasons for the employee's termination.
3. Send all three copies to the personnel officer

____________________ (Manager)

____________________ (Coordinator)

Form Prepared April 25, 1999

**For Main Office Use:**

Distribution: Blue: Personnel Officer
Green: Employee
Pink: Retained by Coordinator

Approval of the Director ____________________

Annual leave days to be paid: ____________

Employee Number ____________

Date: ____________

Entered into the computer by: ____________________

(6)

# Change Memo

Name ______________________ File Number ______________

Effective Date ______________________

New Job Title ______________________

New Salary ______________________

New Funding Code:

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |

(Fund) (Program) (Sub-Program) (Accounting Code)

New Status: ☐ Regular
☐ Ad-hoc

New Funding Source ______________________

New Program ______________________

New Sub Program ______________________

New Location ______________________

## Instructions

1. Be sure to specify the effective date and the employee's file number.
2. Specify any changes in the lines that ask you for "new" information.
3. Send all three copies to the personnel officer.
4. If there is no job description on file for the title you have specified, please submit one.

Remarks ______________________

______________________

Signatures: ______________________ ______________________

(Manager) (Coordinator)

Form Prepared April 25, 1989

**For Main Office Use:**

Distribution: Blue: Personnel Officer
Green: Employee
Pink: Retained by Coordinator

Approval of the Director ______________________

Employee Number ______________

Entered into the computer by: ______________________ Date: ______________

# Purchase Order Form

Date ____________

Requested by ____________

Date Needed ____________

Purchaser Name ____________

Funding Source ☐☐ ____________

Program ☐☐ ____________

Sub-Program ☐☐ ____________

Accounting Code ☐☐☐☐

Approved by ____________

| Quantity | Item/Description | Unit Price | Total Price | Received By |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

Form Prepared April 25, 1989

Distribution: Blue: Purchaser
Green: Project Bookkeeper
Pink: Placer of Order

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# Purchase Order Form

Requested by__________ Approved by__________ Program__________ Date__________ Office No__________

| Quantity | ITEM | Date Needed | Order filled by | Price/Unit | Total Price | Received by |
|---|---|---|---|---|---|---|
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Tel. : 43350 - 43360 - 41350

(8)

# International Rescue Committee

G.P.O. 504, PESHAWAR - PAKISTAN

IRC FOUNDED 1933

JOB ORDER NO:- ____________

PROGRAM: ____________________________

NAME: ____________________________

DATE OF REQUEST: ____________________________

DATE/S REQUIRED: ____________________________

PRIORITIES:

| | |
|---|---|
| I | IMMEDIATE = WITHIN 24 HRS. |
| T | TOP PRIORITY = 48 HRS. |
| L | LOW PRIORITY = 1 WEEK |
| P | PREVENTIVE MAINTENANCE |

THIS SECTION TO BE FILLED IN BY MAINTENANCE CREW

| NATURE OF WORK AND LOCATION: | PRIORITY CODE | ITEMS REQUIRED: | PRIVATE CONTRACTOR: Y/N EXPENSES: |
|---|---|---|---|
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FOR OFFICIAL USE ONLY:

DATE STARTED: ____________
DATE COMPLETED: ____________

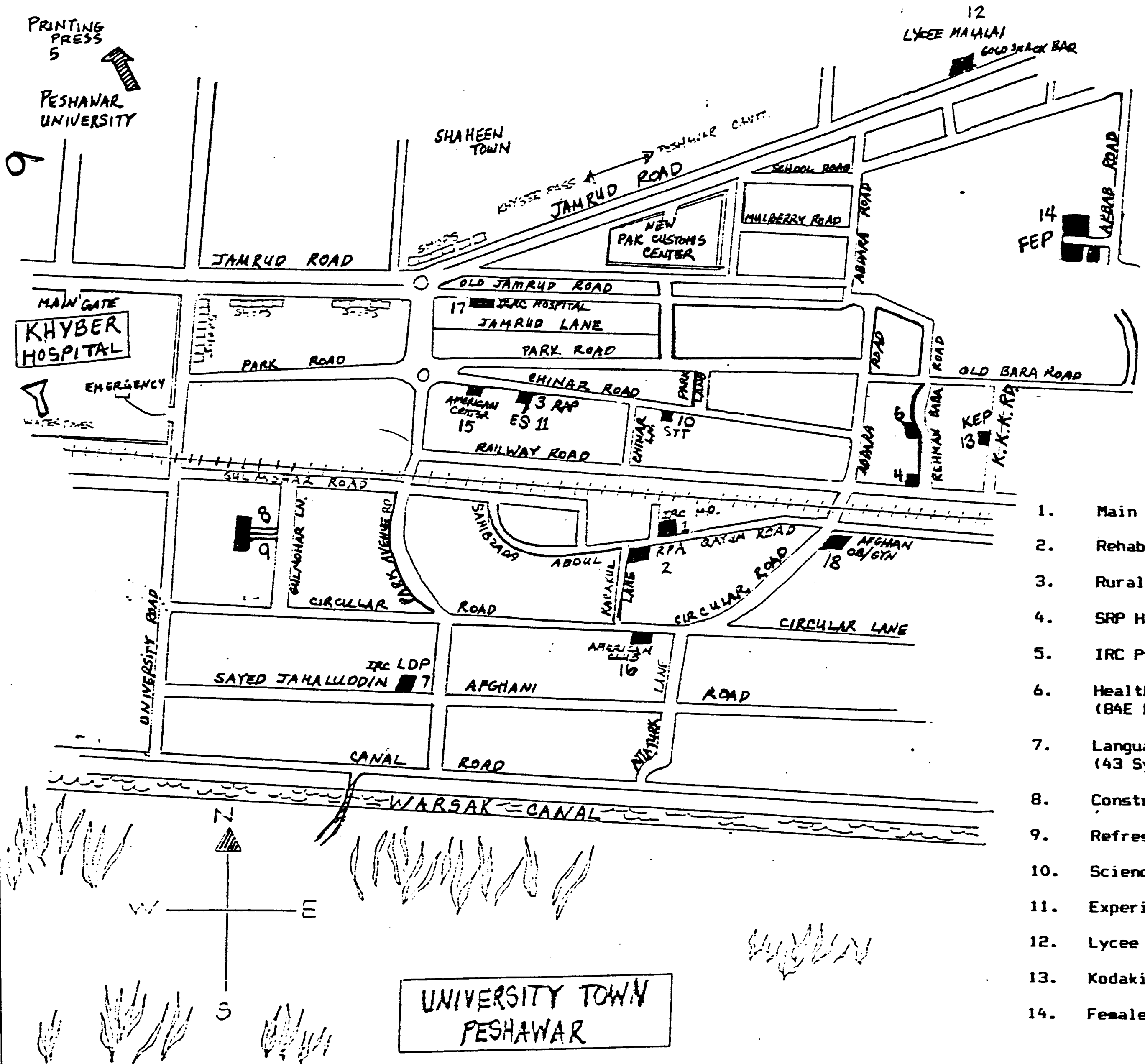
OVERTIME CHARGES (IF ANY AND BY WHOM):

NAME: ____________________
HOURS WORKED: ____________

JOB COMPLETED: ____________________
(SIGNATURE)

*TURN OVERLEAF IF MORE REPAIRS NEED TO BE DONE*

9



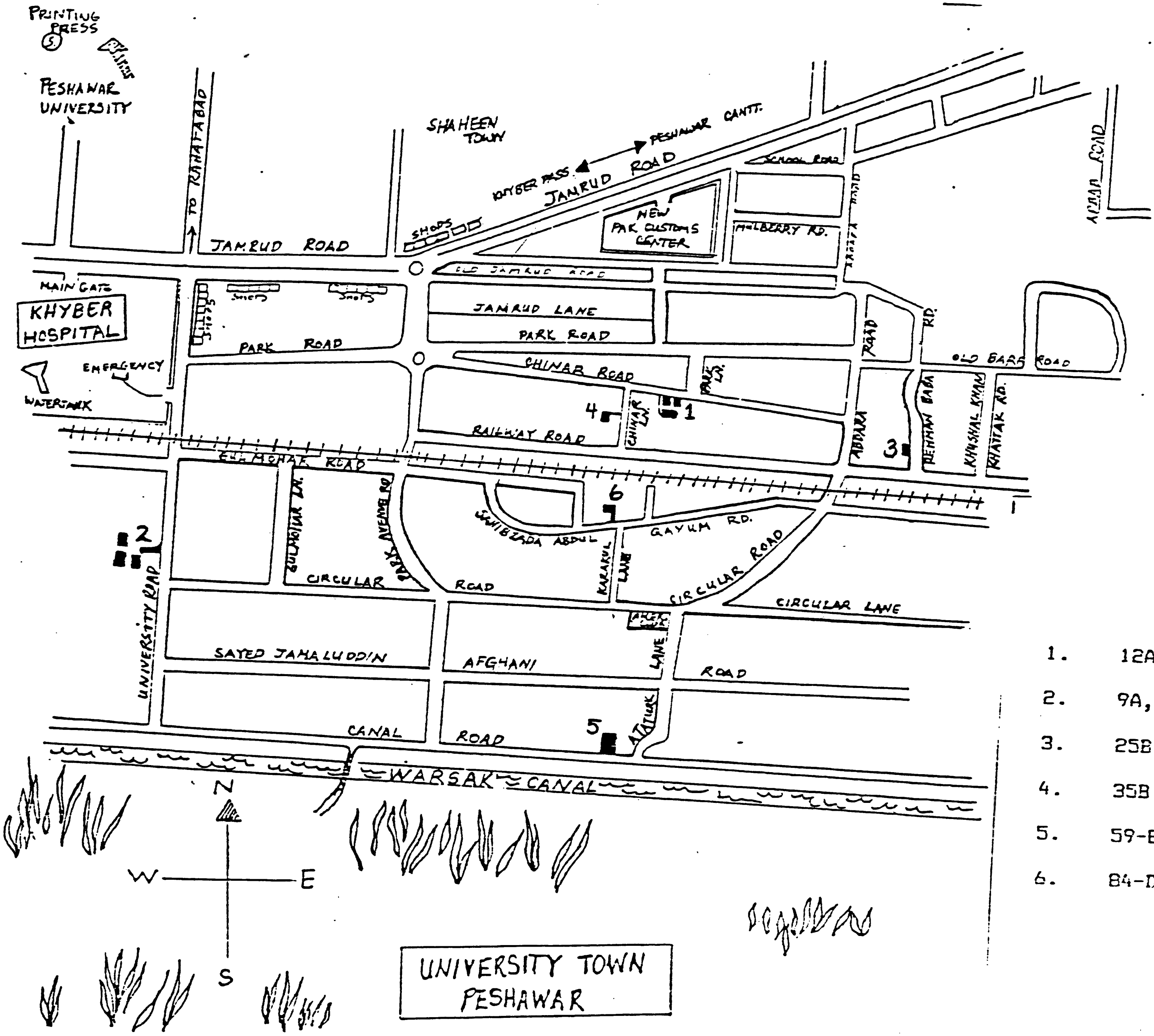

KEY

IRC OFFICES

1. Main Administration Office (41-F S.A.Q. Rd.)
2. Rehabilitation Program for Afghanistan (RPA, 39 S.A.Q. Rd.)
3. Rural Assistance Program (RAP, 18 Chinar Rd.)
4. SRP Handicrafts Showroom (25B/ii Rehman Baba Rd.)
5. IRC Printing Press (Canal Town, Nasir Bagh Rd.)
6. Health Education Resource Center (HERC) & Silk Screen Office (84E Rehman Baba Rd.)
7. Language Development Program And Public Administration (43 Syed Jamaluddin Afghani Rd.)
8. Construction Engineering Program (17C Gulmohar Lane)
9. Refresher & Professional Devl. Program (RPDP, 17B Gulmohar Lane)
10. Science & Technology Training (STT, 32B Chinar Rd.)
11. Experimental Science School (ESS, 18A Chinar Road)
12. Lycee Malalai (Main Jamrud Road)
13. Kodakistan Education Program (KEP, 17F Khushal Khan Khattak Rd.)
14. Female Education Program (WELP, WPA, WHEP, AWRC) (New Arbab Colony, University)

OTHERS

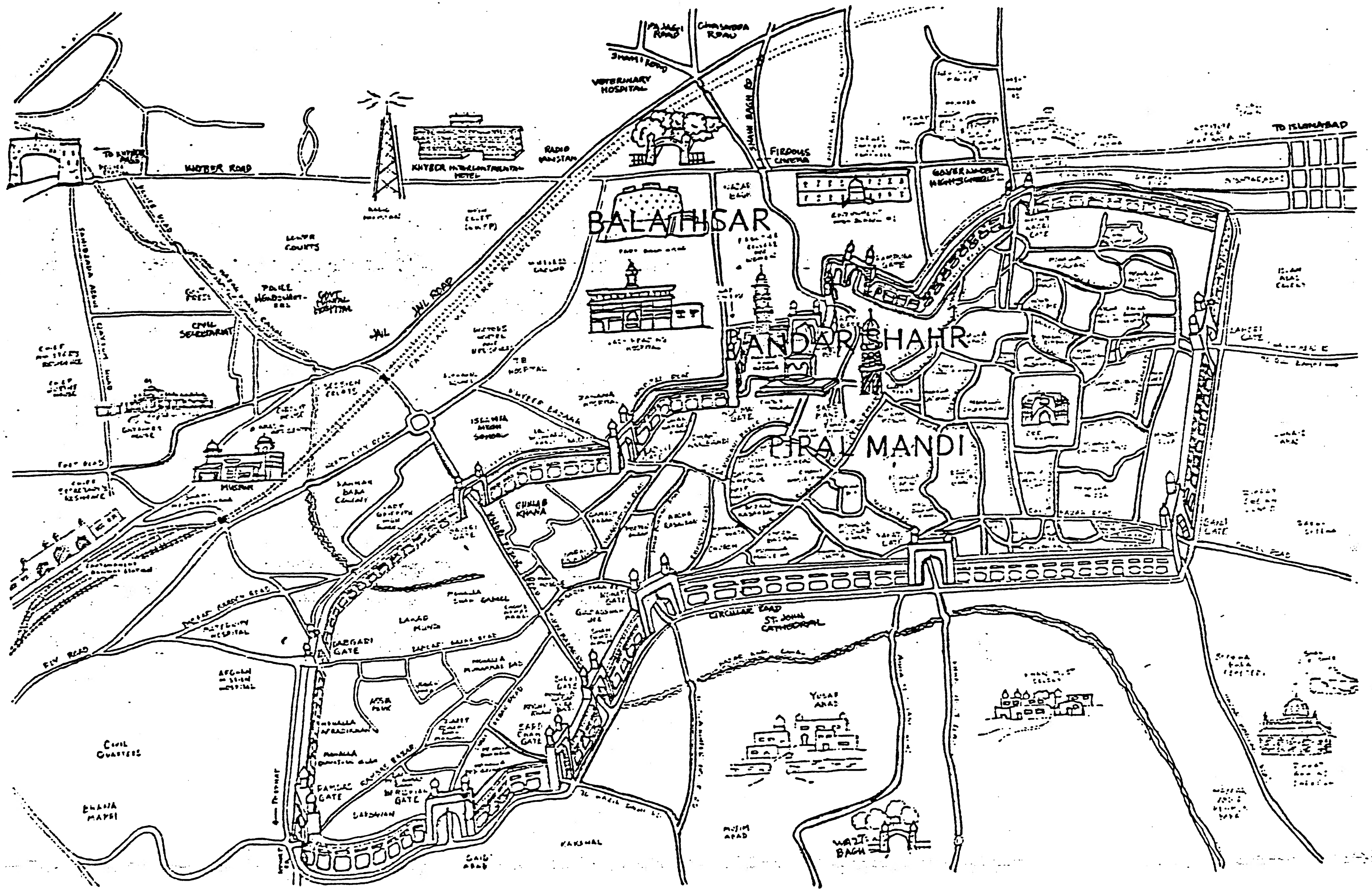
15. American Centre (USIS)
16. American Club
17. ICRC Hospital
18. Afghan OB/GYN Hospital




# KEY

<u>IRC HOUSES</u>

1. 12A, 12C & 12D CHINAR ROAD
2. 9A, 9B & 9C UNIVERSITY ROAD
3. 25B REHMAN BABA ROAD
4. 35B CHINAR LANE
5. 59-E CANAL ROAD
6. 84-D S.A.Q. RD.




The Walled City of
PESHAWAR, NWFP, Pakistan.

This map was commissioned by Dr. Sayed Amjad Hussain
and prepared with the help of Mr. Richard Meinke
1985 Toledo, Ohio USA

Tlx : 52448 IRC PE PK
Tel : 41274, 41845 & 43242

International Rescue Committee
G.P.O. 504, PESHAWAR - PAKISTAN

X1

PERSONAL INVENTORY
- LINEN, TOWELS, KEYS & MISC.-

THE FOLLOWING ITEMS ARE ISSUED TO YOU UPON ARRIVAL. THEY MUST BE RETURNED UPON DEPARTURE. IF YOU STAY LONGER THAN A YEAR, REPLACEMENTS MAY BE OBTAINED, IF NECESSARY. SHOULD YOU LOSE YOUR KEY/S, YOU WILL BE CHARGED A REPLACEMENT FEE.

NAME: ________________________ HOUSE ADDRESS: _______________ ARRIVAL DATE: ____________

| ITEM | SI | QTY RCD | DATE ISSUE | DATE RPLCD | DATE RTND | COMMENTS |
|---|---|---|---|---|---|---|
| BLANKETS | 2 | | | | | |
| PILLOWS | 2 | | | | | |
| TOWELS & W.CLOTHS | 4 | | | | | |
| SHEETS & P.CASES(SETS | 3 | | | | | |
| THERMOS | 1 | | | | | |
| FLASHLIGHT W/BAT. | 1 | | | | | |
| HOUSE KEY | 1 | | | | | |
| ROOM KEY | | | | | | |
| | | | | | | |
| | | | | | | |

ARRIVAL

SIGNATURE ___________________________

DATE _______________

DEPARTURE

SIGNATURE_________________________

DATE______________

## LIST OF HOUSEHOLD ACCESSORIES AND KITCHEN SUPPLIES

ADDRESS:______________________________

Each house will be supplied with the following:

NUMBER OF DISHES, SERVERS, TEA CUPS,

| DINING ROOM: | NO. |
|---|---|
| 1 set of dishes [2 - 3] bedroom houses = (for 8) | |
| [4 - 5] bedroom houses = (for 12) | |
| 1 set of glasses - same as above | |
| 1 tea set (inc. tea/coffee pot) (8 or 12) | |
| 2 tablecloths w/napkins - (8 or 12) | |

| KITCHEN: | NO. | REMARKS |
|---|---|---|
| 3 large plastic containers | | |
| 3 small plastic containers | | |
| 6 tea towels (Pakistani) | | |
| 1 set of silverware (8 or 12) | | |
| 1 set of kitchen knives (4 pcs) | | |
| 1 set of serving spoons (6 pcs) | | |
| 1 dish drainer | | |
| 1 toaster | | |
| 1 water kettle | | |
| 1 water cooler | | |
| 1 set of salt and pepper shakers | | |
| 1 cutting board | | |
| 2 skillets (1 lrg. 1 sm.) | | |
| 3 cooking pots w/handles (3 sizes) | | |
| 4 cooking pots/no handles | | |
| 1 set cooking utensils (5 pcs) | | |
| 1 blender | | |
| 1 large garbage bin w/lid | | |
| 2 plastic basins | | |
| 2 water bottles | | |
| 1 refrigerator | | |
| 1 gas oven | | |
| 1 long-handled broom (for cobwebs) | | |

| FURNITURE: | NO. | REMARKS |
|---|---|---|
| 1 3-seater sofa set with 2 side chairs | | |
| 1 coffee table and 2 side tables | | |
| 1 dining table (8 chairs) | | |
| 1 bookcase/house (can also request for bedroom) | | |
| 1 set steel furniture (garden/veranda chairs) | | |
| Window blinds in every window | | |
| Floor matting (installed on request) | | |
| 1 air conditioner/bedroom and 1 in living room | | |
| 1 gas heater/room | | |

| BEDROOMS: | |
|---|---|
| 1 bed per bedroom - either double with 2 side tables | |
| or single with 1 side table | |
| 1 desk plus chair /bedroom | |
| 1 desk lamp /bedroom | |
| 1 vanity dresser with stool /bedroom | |

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I.R.C
ROUTING & TRANSMITTAL
ENVELOPE

| DATE | FROM | TO | INITIAL | DATE | FROM | TO | INITIAL |
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INTERNATIONAL RESCUE COMMITTEE